

# REGULATION

<b>SPDOC No.:</b>  04-14	<b>Effective Date:</b>  July 18, 2004	<b>Index Reference:</b>  Establishment, Reclassification	<b>Regulation Number:</b>  <b>4.03</b>
<b>Issuing Bureau:</b>  Human Resource Services	<b>Rule Reference:</b> Rules: 1-3 (Regulations and Advisories) 4-1 (Position Establishment & Classification) 4-2 (Position Classification Review)		<b>Replaces:</b>  Reg. 4.03 (CS-6983, August 18, 2002)
<b>Subject:</b> <b>ESTABLISHING AND RECLASSIFYING POSITIONS IN THE STATE TRANSITIONAL AND DEPARTMENTAL TRAINEE CLASSIFICATIONS</b>			

## TABLE OF CONTENTS

<b>1. PURPOSE.....</b>	<b>1</b>
<b>2. CIVIL SERVICE COMMISSION RULE REFERENCE .....</b>	<b>2</b>
<b>3. STANDARDS.....</b>	<b>3</b>
A. State Transitional Business and Administrative Technician. ....	3
B. State Transitional Professional.....	4
C. State Transitional Professional Manager.....	5
D. Departmental Trainee.....	6
<b>4. PROCEDURES.....</b>	<b>7</b>
A. Establishment of a Transitional Position.....	7
B. Reclassification of the Staffed Transitional Position. ....	8

---

## **1. PURPOSE**

This regulation provides the standards and procedures for establishing and reclassifying positions in the State Transitional Business and Administrative Technician, State Transitional Professional, State Transitional Manager, and Departmental Trainee classifications. These classifications may be used to facilitate the movement of career employees to new career fields while maintaining the employees' current pay rates and employment preference rights. After successful completion of the transition periods, the employees are reclassified to the proper classifications in the new career fields.

## 2. **CIVIL SERVICE COMMISSION RULE REFERENCE**

### ***Rule 1-3 Regulations and Advisories***

*The state personnel director is authorized to issue regulations and advisories that the director deems to be necessary or useful. A regulation issued by the state personnel director is binding unless the commission finds that the regulation violates a rule. An advisory does not have the force and effect of law and is not binding. The state personnel director shall make all regulations and advisories available to employees through their personnel offices and the internet.*

### ***Rule 4-1 Position Establishment and Classification***

#### ***4-1.1 Requirement***

*All positions must be established in the classified service unless specifically exempted or excepted by article 11, section 5, of the constitution, or these rules.*

#### ***4-1.2 Classification***

*A position established in the classified service must be reviewed to classify the position properly.*

#### ***4-1.3 Authority to Establish***

*The appointing authority may establish a position for reasons of administrative efficiency. An appointment cannot be made to a position until it has been established and classified.*

#### ***4-1.4 Classification Plan***

*The commission shall authorize an official classification plan for all positions in the classified service. The department of civil service shall administer the official classification plan.*

**(a) Classification.** *Every position established must be classified in accordance with the official classification plan.*

\* \* \*

### ***Rule 4-2 Position Classification Review***

*The department of civil service shall provide for both a periodic and ongoing review of positions in the classified service to ensure positions continue to be properly classified.*

\* \* \*

**(b) Frequency of review.** *The classification of an occupied position may be reviewed once in any 12-month period, unless otherwise approved by the state personnel director. When a significant, substantial, or material change has occurred in the duties and responsibilities, the department of civil service may require the appointing authority to establish a new position that is properly classified. The classification of a position or appointment of an employee to a position constitutes a position review for the purposes of this rule.*

\* \* \*

### 3. **STANDARDS**

#### **A. State Transitional Business and Administrative Technician.**

The State Transitional Business and Administrative Technician classification facilitates career movement of employees with administrative or other office support experience into business-related technician classifications.

1. State Transitional Business and Administrative Technician positions may be established when the appointment of an employee to a business-related technician position would result in reduction of compensation, because the prospective employee does not possess the required experience for the level in the classification series that has a pay rate equal to or higher than the employee's current pay rate.
2. The appointing authority must submit a Position Action Request form (CS-129) and position description to the Department of Civil Service to establish a State Transitional Business and Administrative Technician position. The Department of Civil Service designates the proper classification and level on the CS-129 form to which the position will be reclassified after completion of the transitional period.
3. If the State Transitional Business and Administrative Technician classification is used to facilitate the movement of an employee to a position that will ultimately be classified at the advanced level, position-specific or universal advanced classification standards must be approved at the time of the employee's appointment.
4. Regulation 3.07 [Appointments and Job Changes], standard B.4., requires civil service review of qualifications of applicants for all classifications that have not been preauthorized for credential review.
5. An employee may be reclassified to the new technician classification after successful completion of the experience requirements for the class. A reclassification action requires civil service review and approval and the appointing authority's certification that the employee is satisfactorily performing at the requested level.
6. An employee appointed to a State Transitional Business and Administrative Technician classification from a directly-related position classified at or above the 9 level in the Equitable Classification Plan (ECP) Group 1 may be reclassified after successful completion of the equivalent of 6 months of full-time experience in the transitional classification.
7. Regulation 5.01 [General Salary Schedule Administration], standard L., establishes standards for salary upon appointment of the employee into the State Transitional Business and Administrative Technician classification.

8. The effective date assigned to an approved reclassification is in accordance with regulation 4.04 [Effective Dates for Classification Actions].
9. Regulation 2.01 [Implementing a Reduction in Force for Nonexclusively Represented Employees], standard D., provides guidance for treatment of transitional positions in the event of a reduction in force (RIF).

#### **B. State Transitional Professional.**

The State Transitional Professional classification facilitates career movement of employees who wish to make a change to a new, professional field.

1. To be eligible for the State Transitional Professional classification, an employee must either (a) possess a bachelor's degree or higher, (b) be classified in a professional classification, (c) be classified in the Senior Executive Management Assistant Service (SEMAS) 11-15 levels, or have status in a SEMAS designated position, or (d) possess the alternate education and experience identified on the classification specification as qualifying for entry into a professional classification.
2. The appointing authority must submit a Position Action Request form (CS-129), a position description, and any other information necessary to the Department of Civil Service to establish a State Transitional Professional position. On the CS-129 form, the Department of Civil Service designates the proper classification and level of the position to be reclassified upon completion of the transitional period.
3. If a State Transitional Professional classification is used to facilitate the movement of an employee to a position that will ultimately be classified at the advanced level, position-specific or universal advanced classification standards must be approved at the time of the employee's appointment.
4. Regulation 3.07 [Appointments and Job Changes], standard B.4., requires civil service review of the qualifications of applicants for all classifications that have not been preauthorized for credential review.
5. An employee may be reclassified to the new professional classification after successful completion of the experience requirements for the class. A reclassification action requires civil service review and approval and the appointing authority's certification that the employee is satisfactorily performing at the requested level.
6. An employee appointed to a State Transitional Professional position from a professional 10-12 level, SEMAS 11-15 level, or a professional specialist or managerial 13-15 level job classification may be reclassified to the intermediate (10) level of the specific classification after successful completion of the equivalent of 6 months of full-time experience in the transitional classification.

7. An employee appointed to a State Transitional Professional position from a professional P11-12 level, SEMAS 11-15 level, or a professional specialist or managerial 13-15 level job classification may be reclassified to the experienced (P11) level of the specific classification after successful completion of the equivalent of one year of full-time experience in the transitional classification.
8. An employee appointed to a State Transitional Professional position from a professional 12 level, SEMAS 13-15 level, or a professional specialist or managerial 13-15 level job classification may be reclassified to the advanced (12) level of the specific classification after successful completion of the equivalent of 18 months of full-time experience in the transitional classification.
9. An employee appointed to a State Transitional Professional position from a SEMAS 13-15 level or a professional specialist or managerial 13-15 level job classification may be reclassified to the specialist level of the specific classification after successful completion of the equivalent of two years of full-time experience in the transitional classification.
10. A master's or higher level degree or a recognized occupational license that is not minimally required for the new classification and is directly related to the work may be substituted for six months of qualifying experience in accordance with regulation 4.05 [Frequency of Review of Positions], standard E.1.
11. Regulation 5.01 [General Salary Schedule Administration], standard L., establishes standards for salary upon appointment of the employee into the State Transitional Professional classification.
12. The effective date assigned to an approved reclassification is in accordance with regulation 4.04 [Effective Dates for Classification Actions].
13. Regulation 2.01 [Implementing a Reduction in Force for Nonexclusively Represented Employees], standard D., provides guidance for treatment of transitional positions in the event of a RIF.

#### **C. State Transitional Professional Manager.**

The State Transitional Manager classification facilitates career movement of employees from one professional managerial classification to another professional managerial classification.

1. To be eligible for the State Transitional Manager classification, an employee must satisfy the educational requirements for the new classification and have status in a classified professional managerial classification.
2. The appointing authority must submit a Position Action Request form (CS-129), a position description, and any other information necessary to the Department of Civil Service to establish the State Transitional

Manager position. The Department of Civil Service designates the proper classification and level on the CS-129 form to which the position will be reclassified upon completion of the transitional period.

3. Regulation 3.07 [Appointments and Job Changes], standard B.4., requires civil service review of qualifications of applicants for all classifications that have not been preauthorized for credential review.
4. An employee may be reclassified to the new managerial position after successful completion of the one-year probationary period in the State Transitional Manager classification. A reclassification action requires civil service review and approval and the appointing authority's certification that the employee is satisfactorily performing at the requested level.
5. Regulation 5.01 [General Salary Schedule Administration], standard L., establishes standards for salary upon appointment of the employee into the State Transitional Manager classification.
6. The effective dates assigned to the establishment and reclassification requests are in accordance with regulation 4.04 [Effective Dates for Classification Actions].
7. Regulation 2.01 [Implementing a Reduction in Force for Nonexclusively Represented Employees], standard D., provides guidance for treatment of transitional positions in the event of a RIF.

#### **D. Departmental Trainee.**

The Departmental Trainee classification facilitates career movement of employees who do not possess bachelor's degrees into designated professional classifications, based on specific state classified experience that has provided the knowledge, skills, and abilities to perform professional tasks.

1. The appointing authority must submit a Position Action Request form (CS-129) to the Department of Civil Service to establish the position. The Department of Civil Service designates the proper classification on the CS-129 form to which the position will be reclassified upon completion of the transitional period. A position description may also be required to establish the position.
2. If a Departmental Trainee classification is used to facilitate the movement of an employee to a position that will ultimately be classified at the advanced level, position-specific or universal advanced classification standards must be approved at the time of the employee's appointment.
3. Regulation 3.07 [Appointments and Job Changes], standard B.4., requires civil service review of qualifications of applicants for all classifications that have not been preauthorized for credential review.
4. An employee may be reclassified to the new professional classification after successful completion of the experience requirements for the class.

July 18, 2004	<b>Reg. 4.03:</b> Establishing and Reclassifying Positions in the State Transitional and Departmental Trainee Classifications	Page 7 of 8
---------------	---	-------------

A reclassification action requires civil service review and approval and the appointing authority's certification that the employee is satisfactorily performing at the requested level. If the reclassification would result in a pay decrease, the employee remains in the Departmental Trainee classification for another year.

5. Regulation 5.01 [General Salary Schedule Administration], standard L., establishes standards for salary upon appointment of the employee into the Departmental Trainee classification.
6. The effective date assigned to an approved reclassification is in accordance with regulation 4.04 [Effective Dates for Classification Actions].
7. Regulation 2.01 [Implementing a Reduction-in-Force for Nonexclusively Represented Employees], standard D., provides guidance for treatment of transitional positions in the event of a RIF.

#### **4. PROCEDURES**

##### **A. Establishment of a Transitional Position.**

<b>Responsibility</b>	<b>Action</b>
Appointing Authority	<ol style="list-style-type: none"> <li>1. Submits a Position Action Request form (CS-129), a Position Description form (CS-214), and any other information necessary to establish the appropriate state transitional position or reclassify a vacant position to the appropriate state transitional classification.</li> <li>2. When necessary, submits request for credential review in accordance with regulation 3.07, standard B.4.</li> </ol>
Department of Civil Service	<ol style="list-style-type: none"> <li>3. Reviews the position action request and any credential review requests.</li> <li>4. Enters the necessary information in the Human Resources Management Network (HRMN), if approved.</li> <li>5. Releases the CS-129 form and credential review decisions to the appointing authority.</li> </ol>
Appointing Authority	<ol style="list-style-type: none"> <li>6. Receives the CS-129 form and verifies information in the HRMN.</li> </ol>

## B. Reclassification of the Staffed Transitional Position.

Responsibility	Action
Appointing Authority	<ol style="list-style-type: none"> <li>1. After the employee has served the required period in the appropriate state transitional classification, submits a CS-129 form, a Position Description (CS-214) form, and any other documentation to reclassify the position to the proper classification.</li> <li>2. Certifies on the CS-129 form that the conditions outlined in the standards are met.</li> </ol>
Department of Civil Service	<ol style="list-style-type: none"> <li>3. Reviews the request and documents decision. Assigns an effective date and determines the appropriate classification.</li> <li>4. Enters the necessary position information in the HRMN.</li> <li>5. Releases the approval action to the appointing authority. If the classification action is disapproved, informs employee of their appeal rights.</li> </ol>
Appointing Authority	<ol style="list-style-type: none"> <li>6. Receives the CS-129 form and enters employee information in the HRMN.</li> </ol>

## **CONTACT**

Questions regarding this regulation should be directed to the Department of Civil Service, P.O. Box 30002, 400 South Pine Street, Lansing, Michigan 48909; by telephone, at 517-373-3048 or 1-800-788-1766; or by e-mail to [MDCS-BHRS@michigan.gov](mailto:MDCS-BHRS@michigan.gov).

**NOTE:** Regulations are issued by the State Personnel Director, under authority granted in the *State of Michigan Constitution* and the *Michigan Civil Service Commission Rules*. Regulations that implement Commission Rules are subordinate to those Rules.